

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

C/CRD

EXTENSION

NO.

DATE

3 July 85

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. DDIS

7/3

✓

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3 JUL 1985

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14.

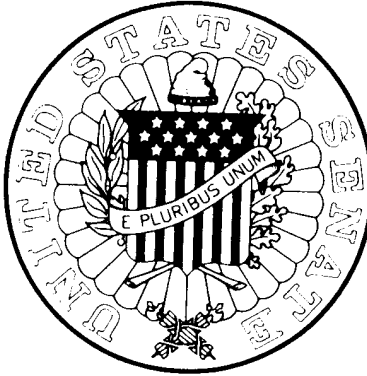
15.

This is from the new Handbook for use by Senators to advise them on handling records. Classified material is covered in two places:

- 1- Pg 73 attached
- 2- Pgs 124-128 is a copy of EO 12356.

Not much!

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Records Management Handbook for United States Senators and Their Repositories

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U.S. SENATE BICENTENNIAL PUBLICATION # 2

DCI History Staff
316 Ames Bldg

Envelopes and Containers

- (1) Whenever classified information is transmitted, it shall be enclosed in two opaque sealed envelopes or similar wrappings where size permits.
- (2) Whenever classified material of a size not suitable for transmission in accordance with (1) above is transmitted, it shall be enclosed in two opaque sealed containers, such as boxes or heavy wrappings.
- (3) Specialized shipping containers including closed cargo transporters may be used instead of the above packaging requirements. In such cases, the container may be considered the outer wrapping or cover.
- (4) Material used for packing shall be of such strength and durability as to provide security protection while in transit, to prevent items from breaking out of the container, and to facilitate the detection of any tampering with the container.

Addressing

- (1) Classified material shall be addressed to an official government activity and not an individual. This is not intended, however, to prevent use of office code numbers or such phrases in the address as "Attention: Research Department," or similar aides in expediting internal routing, in addition to the organization address.
- (2) Classified written material shall be folded or packed in such a manner that the text will not be in direct contact with the inner envelope or container. A receipt form shall be attached to or enclosed in the inner envelope or container for all material. The inner envelope or container shall be marked with the highest classification of the contents.
- (3) The inner envelope or container shall show the address of the sending and receiving activity, classification including where appropriate, the "Restricted Data" marking, and any applicable

special instructions. It shall be carefully sealed to minimize the possibility of access without leaving evidence of tampering.

- (4) An outer or single envelope or container shall show the complete and correct address and the return address of the sender. Envelopes or containers to be delivered by messenger or courier will show the complete street address and room number.
- (5) An outer cover or single envelope or container shall not bear a classification marking, a listing of the contents divulging classified information, or any other unusual data or marks which might invite special attention to the fact that the contents are classified.

ADVICE ON THE ADMINISTRATION OF CLASSIFIED DOCUMENTS AT THE REPOSITORY

It is recommended that the senator's office alert the repository when security classified documents are donated to the repository as part of the senator's collection if the presence of such documents is known. The senator's office may wish to remind the repository that regardless of who owns the classified documents, the classified information in them remains classified until it has been reviewed by a declassifying official. It is assumed that the designated repository will have proper facilities and qualified staff to administer such documents. Declassification review and consultation is available to repository archivists from the National Archives and Records Administration. Archivists who wish may contact the records declassification staff for specialized assistance (202-523-3165). The National Archives is authorized to declassify certain types of classified information. In cases where the Archives does not have that authority, the declassification staff will coordinate any necessary reviews with the appropriate agency.